



# Institute of Co-operative & Corporate Management, Research & Training, Lucknow

(College Code 124)

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## ADMISSION GUIDELINES

### A. Guidelines

Students, who are allotted a seat of Institute of Co-operative & Corporate Management, Research & Training, 467/21, Ring Road, Indira Nagar, Lucknow for admission in MBA programme of this college through the counseling of UPSEE 2017 must report during July 26-29, 2017 to the Institute with printed copy of allotment letter, remaining amount of fee for 1<sup>st</sup> Semester after adjusting the counseling fee, TWO sets of self attested photocopies of following documents with their originals:

- a) Allotment Letter from Dr. A.P.J. Abdul Kalam Technical University
  - b) Receipt of Seat Allotment Fee deposited.
  - c) Address Proof (Aadhar Card)
  - d) Four recent and identical passport size photographs (with name and father's name on back).
  - e) Caste and Income certificate (If eligible for Fee Reimbursement under the scheme).
  - f) Graduation Marksheets (all years/semesters)
  - g) Intermediate Marksheet
  - h) High School Marksheet
  - i) High School Certificate
  - j) Migration Certificate
  - k) Gap Affidavit (In case of gap)
  - l) Domicile Certificate, if required
  - m) Medical Certificate as per UPSEE format
  - n) Character Certificate as per UPSEE format
  - o) Blood Group Certificate
  - p) ID proof (Voter ID/Driving License/Passport/Bank passbook)
- Students are required to complete the registration process including depositing of fee on or before July 29, 2017. If a candidate, for whatever reason, fails to report for admission at the institute within specified period of time i.e. July 26-29, 2017. The seat

allotted to him/ her shall be treated as **CANCELLED** and the candidate shall have no claim on the seat. Any request for admission after cancellation shall not be considered.

- In order to avoid rush, students are advised to report in the Seminar Hall of ICCMRT, Lucknow before the last date and complete the registration process on any working day between 10:00 a.m. to 05:00 p.m. during July 26-29, 2017.

## B. Steps for MBA Admission Process:

For smooth facilitation of admission process, following steps would be followed and accordingly counters will be established at the institute:

S. No.	Desk	Work to be done
1	HELP DESK	Reporting with Allotment Letter, Eligibility check, Distribution of TOKEN
2	REGISTRATION DESK	Distribution of Registration Form and other formats to the candidates
3	DOCUMENT VERIFICATION DESK	Verification of Photocopied documents with original documents.
4	DOCUMENT SUBMISSION DESK	Submit Completely filled Registration form with all enclosures to the DOCUMENT SUBMISSION DESK
5	ACCOUNTS DESK	Submission of Token and Collection of Deposit Slip from the Accounts Section and Deposit the Fee in at Zila Sahkari Bank Ltd. through cash or Demand Draft

### Important Note:

1. Students must report to the document submission desk after submission of fee for completing the admission process.
2. Admission shall be treated as **CANCELLED** if Fee is not deposited by July 29, 2017 at Zila Sahkari Bank Ltd. and the candidate shall have no claim on the seat.
3. Students are encouraged to bring **Demand Draft** in favour of **ICCMRT Lucknow** payable at **Lucknow**.

## C. Fee Structure:

The Admission and Fee Regulation Committee, Govt. of Uttar Pradesh has fixed MBA fee our institute at Rs. 83400 per year. The fee may be paid in two equal instalments @ Rs 41700 per semester. In addition, Caution Money of Rs. 8000/- is also payable at the time of admission, which is refundable after completion of the Programme. In addition to this, Enrolment,

Examination Fees etc as applicable as per AKTU norms will also be payable. Any revision in the fee by the Admission and Fee Regulation Committee and AKTU shall be payable by the students.

S.No.	Fees	Amount (Rs.)
1.	1 <sup>st</sup> Semester Fee Deposit at the time of admission*	Rs. 41,700 minus counseling Fee of Rs. 20,000/ Rs. 12000 <ul style="list-style-type: none"> <li>• General/ OBC candidates – Rs. 21,700</li> <li>• SC/ST candidates – Rs. 29,700</li> </ul>
2.	Caution Money (at the time of admission) & refundable after completion of the programme	Rs. 8,000/-
3.	AKTU Enrollment, Examination etc. Fee (1 <sup>st</sup> year)**	Rs. 6500/-
4.	Total payment at the time of Admission	<ul style="list-style-type: none"> <li>• General/ OBC candidates – <b>Rs. 36,200</b></li> <li>• SC/ST candidates NOT claiming Post Metric Fee Reimbursement and Scholarship – <b>Rs. 44,200</b></li> <li>• SC/ST candidates claiming Post Metric Fee Reimbursement and Scholarship – <b>Rs. 14,500</b></li> </ul>

\*under revision with the Admission and Fee Regulation Committee, Govt. of Uttar Pradesh

\*\*applicable as per AKTU rules

**NOTE:**

- a) SC/ST students claiming Semester Fee Reimbursement and Scholarship at the time of admission as per U.P. Government rules are required to submit income and caste certificates duly issued by the competent authority along with an Agreement in prescribed format of Post Metric Fee Reimbursement and Scholarship on Non-Judicial Stamp Paper of Rs. 100. Such students need to deposit only Caution Money and AKTU Enrollment, Examination Fees of Rs. 14,500.
- b) Fee will be deposited at Zila Sahkari Bank Ltd., ICCMRT, Lucknow on prescribed **DEPOSIT SLIP** by Cash or Demand draft in favour of **ICCMRT, LUCKNOW** payable at **LUCKNOW** after verification from accounts section.
- c) **Students are encouraged to bring Demand Draft in favour of ICCMRT, LUCKNOW payable at LUCKNOW towards their fee payment.**

**D. Hostel Accommodation:**

Limited hostel accommodation is available for Boys and Girls. Hostel fee of Rs. 65,000/- per year including mess charges, will be payable in two equal installments of Rs. 32,500/- each (semester-wise) plus Security Deposit (refundable) of Rs. 5000/- to be deposited at the time of admission. Interested students may follow following steps for availing the hostel accommodation.

- i) Collect Hostel Application Form after admission process.
- ii) Submit filled in Application Form to Hostel Warden/ Assistant Hostel Warden (Girls) along with allotment letter issued by UPSEE-2017, Fee deposit receipt at ICCMRT and medical certificate.
- iii) After interview, if found eligible for allotment, Collect Hostel Allotment Form from Hostel Warden/ Assistant Hostel Warden (Girls).
- iv) Submit filled-in Allotment Form along with testimonials and other documents to Hostel Warden/ Assistant Hostel Warden (Girls) and deposit hostel fee in the bank/ Account office.
- v) Report to the Hostel Assistant and collect Hostel Registration Form and get room allotted.

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